

AMERICAN EMBASSY RIGA, LATVIA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 10-006

OPEN TO: All Interested Candidates

POSITION: Information Resource Center (IRC) Specialist

FSN-9*, FP-5**

OPENING DATE: May 13, 2010

CLOSING DATE: May 28, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY:

*Ordinarily Resident (OR): Starting salary 14,277 Ls p.a. (Starting gross salary); Position Grade: FSN-9.

**Not-Ordinarily Resident (NOR): \$42,948USD p.a. (Starting salary); Position grade: FP-5 (to be confirmed by Washington.)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The U.S. Embassy in Riga, Latvia is seeking individual for the position of Information Resource Center Specialist in the Public Affairs Section.

BASIC FUNCTION OF POSITION

Directs and manages a complex Information Resource Center. Develops and sustains long-term relationships with target institutions, especially in the government, education and information communities. Plans and implements a countrywide outreach program to advance the Mission's public affairs goals. Disseminates targeted information based on interest and need. Oversees the complex research, reference, and outreach services conducted by the IRC. Serves as the Mission web page content editor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Lauma Uzija, HR Manager, tel. 6 703 6267, e-mail: UzijaLX@state.gov.

MINIMUM QUALIFICATIONS REQUIRED

NOTE: All applicants must include in their application information that demonstrates they satisfy each qualification listed below.

1. A university degree in the social sciences (including communications, English language and literature, political science, international affairs, American studies, information science or library science).
2. A minimum of four years of progressively responsible experience in the field of information research, management or communications.
3. Level 4 (fluent written and spoken) Latvian, level 4 (fluent written and spoken) English, and level 4 (fluent written and spoken) Russian.
4. In-depth knowledge of host country and U.S. foreign affairs policies, legislative, cultural and other domestic issues. Good knowledge of current trends and developments in American and host country information science and technology.
5. Knowledge of electronic retrieval and delivery tools, in particular the Internet and standard information science practices and procedures.
6. Excellent service orientation to target audience, interpersonal, and cross cultural skills. Ability to design and deliver outreach programs, including workshops, seminars and cultural programs and to maintain contact with target audience members. Excellent written and oral communication skills. Ability to carry out reference researches and respond rapidly to complex requests, often for breaking news; to work effectively with American and local staffs; to independently plan, organize, and carry out assigned responsibilities using electronic based technologies, including internet, CD-ROM, and print resources. Ability to prioritize work schedule and incoming requests. Ability to effectively inform other staff on IRC role and resources; ability to write reports and outreach publications.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae;
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Optional: any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

Re: IRC Specialist, US Embassy, Raina Blvd. 7, Riga, LV-1510; e-mail:
UzijaLX@state.gov

POINT OF CONTACT

Lauma Uzija, HRM, Telephone: 6703-6200, FAX: 6782-0047, e-mail:
UzijaLX@state.gov

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- *US Citizen; and,*
- *EFM (see above) at least 18 years old; and,*
- *Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:*

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. *Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.*

2. *EFM: An individual related to a US Government employee in one of the following ways:*

- *Spouse;*
- *Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;*
- *Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;*
- *Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.*

3. *Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:*

- *Not an EFM; and,*
- *Not on the travel orders of the sponsoring employee; and,*
- *Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.*

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. *Not Ordinarily Resident (NOR) – An individual who:*

- *Is not a citizen of the host country; and,*
- *Does not ordinarily reside (OR, see below) in the host country; and,*
- *Is not subject to host country employment and tax laws; and,*
- *Has a US Social Security Number (SSN).*

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. *Ordinarily Resident (OR) – A Foreign National or US citizen who:*

- *Is locally resident; and,*
- *Has legal, permanent resident status within the host country; and,*
- *Is subject to host country employment and tax laws.*

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: May 28, 2010

An Equal Opportunity Employer

The US Mission in Riga, Latvia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.